

CLASS TITLE: CONTRACTS AND SPECIFICATIONS ADMINISTRATOR
(DOT) **Class Code: 027**

Class Code: 02777300

Pay Grade: 39A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the administration, coordination, development, management and implementation of the entire procurement process of the department's Contracts and Specifications Administration Program; to supervise the qualifying of contractors, the examination and analysis of bids, and the recommendation of contract awards and rejections; to negotiate and prepare agreements with consultants/architects covering numerous modes of transportation disciplines; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of a superior with wide latitude for the exercise of independent judgement; work is reviewed through conferences and submitted reports for conformance with policy, law, rules and regulations.

SUPERVISION EXERCISED: Plans, organizes, coordinates and directs the work of a staff of professional, technical and clerical personnel assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the administration, coordination, development, management and implementation of the entire procurement process of the Department of Transportation's Contracts and Specifications Administration Program.

As designated by the Director of Transportation, to be responsible for carrying out the provisions of RIGL Chapter 37-2, Relating to State Purchases – the prequalification of contractors and construction managers, including: advertising, prequalification of contractors, development of bid packages, solicitation of bids, distribution of packages and agenda, opening bids, collection of bid and performance bonds, conduct pre-bid conferences, analysis and recording of bids, written decisions, resolutions of protests, suspension and debarment of contracts, as delegated.

To be responsible for assuring all state mandates relative to contracts are addressed in conjunction with the appropriate state entity: Minority Business Enterprise Participation, Equal Employment Opportunity, Drug-Free Workplace and other programs.

To supervise the preparation of contracts and specifications for the construction, reconstruction and maintenance of state highways, bridges and airports.

To review construction contracts and specifications prepared by consultant engineering firms for use on specific state and federal-aid highway, bridge and airport construction projects to ensure that all items covered are in agreement with the appropriate state and federal requirements.

To review requests by contractors for changes in the contract in accordance with delegated authority.

To prepare quantity computations and cost estimates for contract proposals, when required.

To negotiate with consulting engineers on fees for contracts covering numerous corridor studies, location designs, reports and design projects for state highway, primary and secondary roads; to prepare such consultant agreements and/or contracts.

To be responsible for all pertinent documents related to the consultants selection process, from letters of interest to contract execution; to maintain pertinent documents in a central file for each contract in accordance with federal regulations.

As required, to assist in personnel and labor relations.
To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of, and the ability to apply, the basic principles of and practices of contract administration in relation to location, design and construction of roads, bridges, airports and highway safety; a thorough knowledge of the kinds of basic materials, elements or products; a thorough knowledge of, and the ability to apply, the basic principles of the system of measurements; a thorough knowledge of the equipment, instruments, techniques and procedures; the ability to read and interpret technical specifications and engineering plans, maps and drawings; the ability to prepare clear, sound, accurate and informative reports; the ability to supervise the work of others engaged in either design and/or construction maintenance, planning (highway or other), or materials testing; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing and possession of a graduate degree in business administration, public administration law or other appropriate discipline; and

Experience: Such as may have been gained through: considerable employment in a responsible administrative capacity, in a public agency or in private industry, which has provided considerable experience in the area of highway engineering and construction contract administration.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: February 21, 1993

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